

Exhibit "16"

15%

5. Responsible for reviewing all motor vehicle seizure documents for the port of entry to determine if the conveyance is subject to seizure for a violation of 8 USC 1324(b) and in accordance with Service guidelines. Conducts interviews with registered owners, attorneys, and lien holders to clarify seizure and condemnation procedures, to notify interested parties/concerns that the vehicle has been seized, and to provide information on appeal rights and procedures. The purpose of the interviews is to obtain facts and evidence surrounding the violation. The information obtained during the interview is used in determining whether the condemnation procedures should be continued, and in determining if the individuals are illegal aliens or are involved in smuggling. Prepares reports and documents pertaining to the apprehension and interrogation of the alien, and final disposition of the case. The incumbent accepts claim and cost bonds which are forwarded with the investigative reports to the US Attorney for civil condemnation proceedings. Reports forfeited vehicles ready for sale to GSA, coordinates the viewing of the vehicles by the public, releases the vehicles to the purchaser after sale, and maintains inventory of vehicles and property including appraisal of value. Receives and accounts for monies received, and maintains data and prepares reports regarding the vehicle seizure program.

5%

6. Performs other law enforcement, inspections, and investigative duties as assigned.

III. Supervision Received and Guidelines

The incumbent works under the general supervision of the Assistant Port Director who relies on the incumbent to operate with a high degree of independence. Work is appraised by reviewing complete reports and presentations for adequacy, completeness, adherence governing laws, regulations, and policies and overall accomplishment of objectives. Written guidelines include the Immigration and Nationality law and regulations, INS Administrative Manual, Service Lookout Book, Operations Instruction, precedent decisions and policies, and the Examinations Handbook. The incumbent exercises sound judgement in interpreting the law and in enforcing it.

BEST COPY AVAILABLE

EXHIBIT "16"

001706